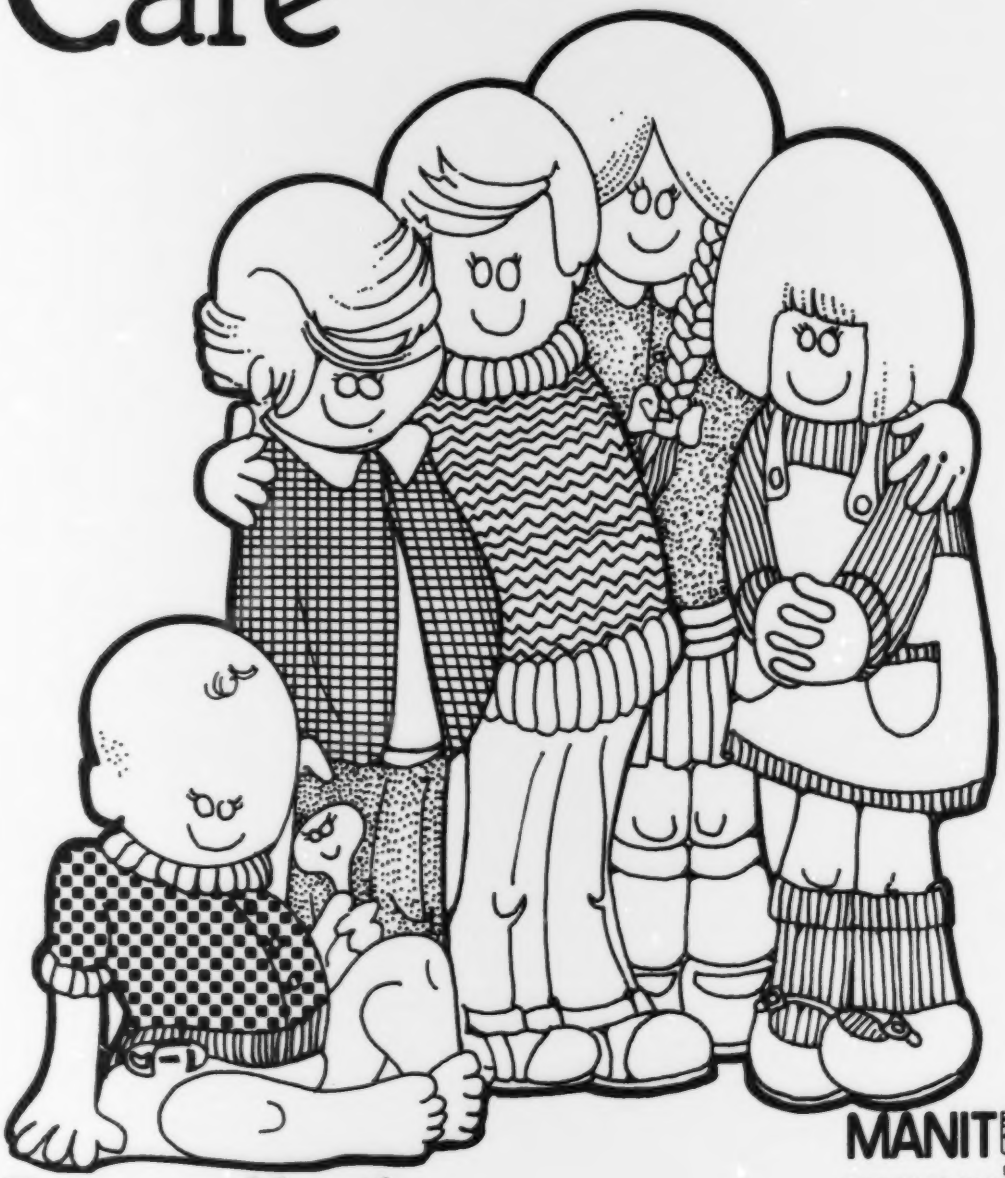
A guide to Family Day Care



Prepared by the
CHILD DAY CARE OFFICE

MANITOBA
DEPARTMENT OF
COMMUNITY SERVICES AND CORRECTIONS

The Honourable
L. EVANS,
MINISTER

REVISED APRIL 1982

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What is family day care?

By definition family day care is a service provided in a family dwelling to 5-8 children, including the children of the licence holder, up to 12 years of age.

In the City of Winnipeg the total number of children to be cared for cannot exceed 5. This total increases to 8 outside of the City of Winnipeg. In either case, not more of the 5 children can be under 6 years of age and not more than 3 less than 2 years of age.

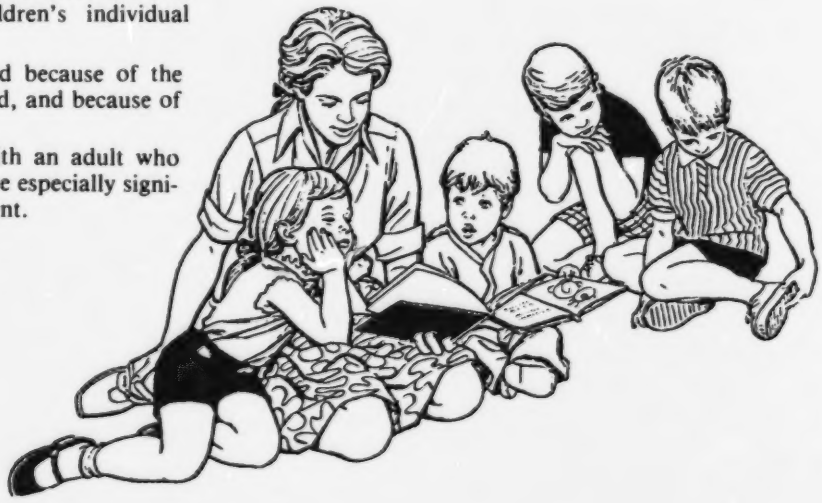
It is an appealing form of day care both to parents who need this service, and to providers as an in-home occupation with which they may:

- contribute to society by doing what they feel they do best — caring for children
- supplement their family income

The family day care arrangement is excellent for the following reasons:

- it is a very flexible type of child care which can be adapted to accommodate children's individual needs
- the care provided is personalized because of the small number of children involved, and because of the home-like atmosphere
- a warm, trusting relationship with an adult who really cares about the child may be especially significant at these stages of development.
- the family setting with its age-mixed group of infants, toddlers, pre-school and school age children may be a more real life situation for children who spend so much time outside their natural home
- it enables children of the same family to be placed together and remain together even though one child may be under the age of two years (most group day care centres do not accept children under the age of two)

Because of the length of time a child spends in a day care home, the provider is assuming a great responsibility and is the key to quality care. The provider must attend to the children's physical, emotional and intellectual needs as they learn about themselves and the world around them. Therefore, the provider shares with the parents the responsibility for the children's total growth and development.



The family day care licence

The licence to provide family day care will be issued to a provider once the requirements for family day care have been met. These include:

- a personal assessment of the provider's ability to care for young children
- a satisfactory public health and fire safety inspection
- written evidence by a doctor of the provider's good health and freedom from tuberculosis
- two positive personal references
- permission from the landlord, where the provider rents the home
- family day care homes in Winnipeg must obtain approval from the 2 neighbors on either side of the home.

The licence to provide family day care will be issued by the Department of Community Services and Corrections, and shall be renewed annually if the standards for family day care have been maintained. The licence will state the name and address of the day care provider, and the number of licensed child spaces. Any changes which would call for revision to the licence should be reported to the Day Care Co-ordinator for approval.

The family day care personal assessment

One of the requirements for licensing is a satisfactory personal assessment of the provider's ability to provide care for young children. This assessment is based on discussions between the Day Care Co-ordinator from the Department of Community Services and Corrections and the family day care provider. The purpose of the assessment is to ensure that the people who become family day care providers have appropriate attitudes, skills, and knowledge to work with young children. It is the responsibility of the Day Care Co-ordinator to recommend a provider to be licensed and to specify the number and ages of children that may be cared for in the family day care home.

During discussions, the Day Care Co-ordinator will look for a family day care provider who:

- demonstrates knowledge, experience, or ability relating to the care of young children
- is aware of children's physical and emotional needs
- shows knowledge of acceptable means of disciplining children
- has the ability to deal with a variety of child behaviours
- has the confidence and ability to work with parents
- can resolve conflict
- is creative in planning play for young children

With a positive recommendation parents have the security of knowing that the person with whom they are leaving their children is well suited for the job.

Health standards

Health Requirements for Home

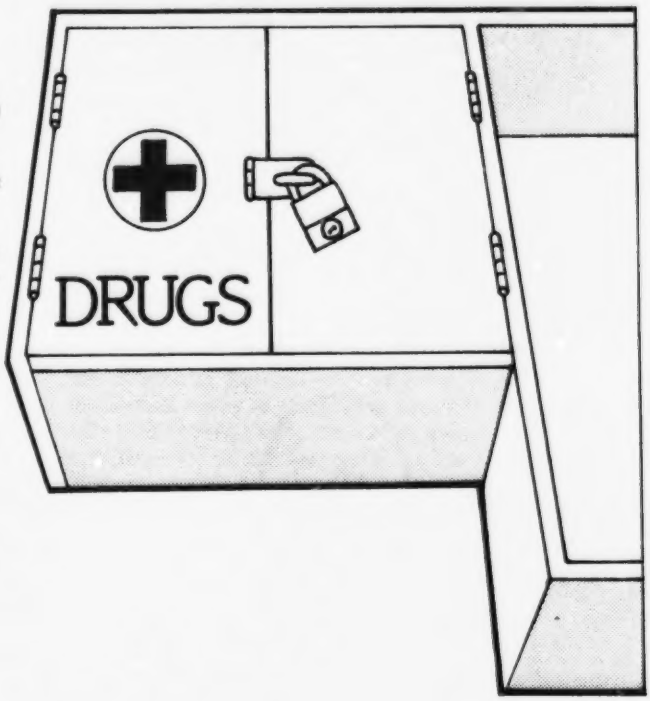
Prior to licensing, all family day care providers must ensure that suitable sanitation and safety standards are being met in their homes. The public health inspection will verify that:

- a supply of drinking water is available
- a toilet, a hand basin, and a kitchen sink are installed and in good working condition
- the home is serviced by a private or municipal sewage disposal system
- every room has adequate ventilation and light
- every window and door has adequate protection
- safe and sanitary sleeping accommodations for each child in attendance are available
- all potentially harmful items are labelled and are placed in an inaccessible location
- in general, every effort has been made to make the home and surrounding property a safe place for active children.

Health Requirements for Family Day Care Provider

Before licensing and annually thereafter every family day care provider is asked to submit:

- written evidence by a duly qualified medical practitioner of his/her good physical health to care for young children
- evidence of freedom from tuberculosis in the form of a skin test or chest x-ray



Health Requirements for Day Care Children

Parents of children requesting day care should provide a medical report on their children completed during the month prior to admission or within one month of enrollment. Records of immunizations, where available, should be kept on file.

The family day care provider should administer medication to children only with written authorization from the parents and/or the child's physician. Records of all medication administered should be kept.

If a communicable disease is suspected or evident in a family day care home, the local Public Health Nurse should be called to confirm and/or to give health care guidelines. Parents and the Day Care Co-ordinator must be notified within 24 hours.

A child showing or developing symptoms or other indications of illness should be separated from the others and the parents or guardian notified and asked to make arrangements for his/her removal from the family day care home. The Public Health Nurse may be contacted for confirmation and guidelines.

If a child has been absent from the day care home due to illness, a family day care provider may request from the parents a doctor's certificate of good health prior to readmission.

Parents must be informed of all injuries on the same day that the injuries are sustained.

First aid kit

Every family day care provider shall have a first aid kit for the treatment of minor injuries. It must be stored in a location that is inaccessible to children. It shall contain the following:

- gauze pads (individually packaged) 2'' x 2'', 4'' x 8''
- gauze bandage (roll) 2'' — 1 roll
- bandaids (assorted sizes)
- tape (hypo-allergenic)
- absorbent cotton balls
- triangular bandage (for sling)
- scissors
- tweezers (for slivers)
- soap
- safety pins
- telfa pads

Fire standards

All family day care homes must be safe from fire hazards. The fire safety guidelines for a family day care home are the same as for any family dwelling unit. Generally the fire inspection is meant to ensure that:

- areas around the home are clear of unnecessary garbage and old papers
- flammable liquids are stored in labelled containers and are not stored in the kitchen
- all electrical outlets, switches, and cords are in good condition and trouble free
- all doors and windows are clear of debris and may be easily opened in case of fire
- steps and landings are in good repair
- all heating units are in good repair

In addition, a five pound capacity fire extinguisher, fully charged and in good condition must be mounted in an easily accessible location in or near the kitchen. The family day care provider is advised to become familiar with the use of the fire extinguisher and the steps to follow in case of fire. Fire drills with the children are recommended to ensure familiarity with the procedures to be followed in the event of fire.

Nutrition

In the family day care home it is the responsibility of the family day care provider to supply nutritious meals and snacks. A child in attendance for a full day should receive a mid-morning and mid-afternoon snack and lunch. Children in attendance for less than a full day should receive snacks or meals when appropriate.

Generally, the family day care provider is expected to supply one full meal per day. If more than one meal per day is necessary, parents should make special arrangements with their day care provider.

Most family day care providers request that special foods be supplied by parents — e.g. infant formulas, canned baby foods, salt-free foods, dietary supplies. Parents should always inform their day care provider if their children have specific allergies to foods. It is also helpful if the day care provider is aware of cultural differences in eating habits.

Clothing

Providers should make sure that they have sufficient changes of dry, clean clothing available for each child in care. For a baby, this may mean 2 or 3 changes a day, while for an older child only an occasional change will be required. Toilet training usually means that much more clothing must be on hand.

Outdoor play and fresh air are very important for all children. Parents should therefore be asked to supply adequate outer wear each day.

It is the parents' responsibility to ensure that a sufficient quantity of diapers is on hand for the provider's use. Both cloth and disposable diapers are used in day care homes depending upon the parent's and the provider's preferences.

The daily program in a family day care home

Although the physical surroundings of the family day care home must meet certain standards, the actual quality of care depends on criteria that are much more variable. The characteristics of the person providing the service are usually the key. But a second and equally important aspect of quality care is the ongoing activity in the family day care home.

The daily activities in a family day care home are influenced by many things:

- the number of children in attendance
- the ages of children in attendance
- the space available for play
- the materials available for play
- the creative ability of the family day care provider
- the family day care provider's knowledge of children's development and children's needs.

While all of these factors play a part in determining what goes on in a day care home each day, there are guidelines which can help a family day care provider plan a daily program.

These are adaptable to all age groups from infancy to twelve years of age:

- provide a variety of materials to stimulate all senses
- provide a variety of materials that allow for both large and small muscle use (e.g. climbing vs. cutting with scissors)
- allow for both indoor and outdoor activity every day
- plan for a balance of noisy/active and quiet times
- provide materials that allow for children's creative expression to complement those toys that can be used in only one way
- provide only hazard free toys (e.g. no sharp edges)
- provide opportunities for children to work both co-operatively in small groups and independently
- arrange play materials so as to be accessible to the children, stored neatly and within their reach
- monitor closely the amount of television viewed by the children
- provide supervision at all times.

Most day care providers find it best to plan their activities for times that do not conflict with normal daily routines. For example, infants need their feedings, diaper changes and sleeping periods to follow a regular schedule. For children between the ages of 2 to 5, snack times, lunch and nap time divide the day quite naturally. Then there is the provider's own family to consider and perhaps there are school aged children who arrive at 4:00 p.m. Plenty of time is still left for special activities to be part of each child's day. For it is the combination of comforting routine, stimulating activities and the security and warmth of a home that makes family day care the choice of many parents.

Parents are important

Because parents share with family day care providers the responsibility for their children's development, there must be open communication between the parent and the day care provider. Beliefs, attitudes, values, and expectations must be discussed in order that the parent have an understanding of the kind of person who will be caring for his/her child and also in order that the provider becomes aware of the child's home environment.

It is important that such an exchange take place and be sustained with all parents. A visit by the parent and child to the provider's home before making final arrangements is strongly recommended.

This is the time to discuss:

- parents' and day care provider's expectations regarding eating, toileting, sleeping, discipline, play, television, etc.
- day care home "open" hours — parents' working hours — when the child will be dropped off and picked up — when variation will be allowed. Only the parent or a person authorized by the parent may pick up the child
- payment — how and when it will be made, when receipts will be issued
- fee policy — regarding sick days, statutory holidays, parent vacation
- what the provider will do in the case of an emergency
- sickness — when is a child too sick to attend day care
- guidelines regarding sickness which are followed in this family day care home
- medication — under what circumstances it will be given.

Family day care providers might choose to use forms supplied by the Child Day Care Office in relation to these matters.

During subsequent daily contacts between parent and provider, it is desirable to continue similar discussions on a regular basis. It may be especially important that:

- the provider discuss with the parent the child's reaction to the day care home, activities, interests, behaviour, and any upsets that occur
- the parent should similarly discuss what is happening at home as it might affect the child in care
- any problems and/or conflicts be dealt with immediately
- parents be encouraged to tell the provider their satisfactions and/or concerns about the provider, the program and their children.

Although children are the focus of all family day care programs, a program for children cannot be successful unless relationships between parents and the provider are mutually respectful and supportive. Good communication can help achieve this.

Emergencies

In the event of an emergency, the family day care provider and parents should always have an agreement as to steps that will be followed. The provider is advised to have a backup provider upon whom he/she can depend. The parent should also supply the name, address, and telephone number of a person who the provider may contact in the event of an emergency when the parent is not available.

The family day care provider shall post the following emergency telephone numbers in a visible location:

- parents' place of work (school, etc.)
- children's doctor(s)
- ambulance
- fire
- taxi
- hospital
- police
- poison information centre
- emergency number if parent not available

Every family day care provider is expected to have a telephone except where telephone service is not available in the community.

Managing a family day care home

Fees

A uniform full day and/or part day fee must be charged for all pre-school children in attendance. Subsidy is available to the following amounts:

- up to $4.75 for four hours or less care
- up to $9.50 for more than four hours care

In addition, an extra fee may be charged, but no part of this fee will be subsidized;

- up to $.50 for four hours or less care
- up to $1.00 for more than four hours care

For children over the age of 6 years the maximum fee that can be charged and for which subsidy may be available is as follows:

- on regular school days, up to $5.50 per diem, with the fee assessed according to the separate periods of attendance such as before school hours, noon hour, and after school hours, and the fee for any one period of attendance is not to exceed $3.50.
- on school holidays, inservice days, and summer holidays, up to $8.50 per diem for more than 4 hours of care and up to $4.25 per diem for less than 4 hours of care.

In addition, an extra fee of up to $1.00 per day may be charged, but no part of this fee will be subsidized.

Types of payment

Private—

- parent pays the total cost of day care on a regular basis e.g. every two weeks. Some providers choose to ask for payment in advance, and the payment should remain as arranged by the day care provider and parent. Receipts must be given to the parents.

Full Subsidy—

- parents who are to receive full subsidy and do not have to contribute to the cost of care are notified by the Child Day Care Office with a Decision Form. (Appendix 1) Parents and family day care providers will each receive a copy of this form. From this form the provider notes the number of days of eligible care and the file number of the child. The government will forward payment directly to the family day care provider when an attendance form has been submitted. (Appendix 3)

Partial Subsidy —

- payment for day care costs is shared by the parent and the Department of Community Services and Corrections. The Decision Form will indicate the parent's and the government's contribution per 4 week period as well as the number of days of eligible care and the file number. The parents must pay the provider their contribution directly and the government will forward its contribution to the provider when an attendance form has been submitted.

Notice of Termination — Vacation

In the event that a parent withdraws his/her child from a provider's care, at least two weeks notice should be given. As well, parents should notify the provider of holiday plans. Similarly, if the provider terminates his/her service or goes on vacation, two weeks notice is expected.

Attendance report

Attendance Payment Report (Appendix 3)

The family day care provider will use a prepared attendance payment report to record the following items during each four week billing period:

- fill in name and address of facility (provider's name and address)
- fill in daily rate
- fill in number of days the home is open that period (maximum 20 days)
- fill in reporting period as per billing period schedule (Appendix 2)
- enter children's names in full (all children to whom care is given to appear on attendance form)
- when applicable, fill in file number for each child as indicated on the Child Day Care Subsidy Decision Form
- total the attendance for each of the four weeks in the billing period
- total the full days attendance for period
- total the half days attendance for period
- additional days attended to be entered for record purposes but not eligible for provincial subsidy. If a child receiving the full or partial subsidy attends more than his/her eligible days of care, the full cost of those additional days is the responsibility of the parent.
- indicate with a note on the form the date of enrollment or withdrawal during a billing period for any subsidized child
- provider's signature and date

Separate attendance forms are required for preschool children and school age children. The noon and after school form (Appendix 4) differs from the preschool form in that attendance is recorded according to the periods of attendance. For example, in the case of a child attending before and after school, but not at noon hour, attendance would be recorded as "2 periods".

Any subsidized child attending more than 75% of his/her eligible days receives the full provincial portion of the subsidy. The 75% criterion is applied to the period approved for subsidy.

All copies should be forwarded to the Child Day Care Office, 301-267 Edmonton Street, Winnipeg, or in Westman region to the Child Day Care Program, 340-Ninth Street, Brandon, immediately after the end of the billing period.

Grants to family day care providers

Start Up Grant

Once approved, a family day care provider is eligible for a once-only start up grant of up to $150.00 per child space.

Recommended uses:

- making necessary renovations and repairs required for approval of the home
- liability insurance policy
- fire extinguisher
- first aid kit
- purchasing toys, equipment and supplies to be used by children receiving care

Maintenance Grant

Each year an approved family day care provider is eligible to receive a maintenance grant of up to $150.00 per child space. This is an annual operating grant and is divided into two installments. The first installment is issued with the start up grant. Installments follow every six months therafter.

Recommended uses:

- purchasing toys and equipment appropriate to the different age groups of children in the family day care home
- purchasing expendable supplies used by the children
- field trips and outings

Hours

Family day care homes are "open" daily during the hours agreed upon by both the parent of the child and the day care provider. This may differ from one child to the next. The times at which the child is expected to arrive and to be picked up daily must be discussed and agreed upon in advance.

Family day care income & income tax

Family day care providers are classified as self-employed people and must report their income on an income tax return each year.

In order to determine the net income figure on which taxes are based, a record must be kept of:

- income
  - — copies of receipts issued to parents
  - — stubs from subsidy cheques
  - — records of start up and maintenance grant income
- expenses
  - — major equipment and toy purchases
  - — costs relating to licensing and grants

Receipts for expenses such as food and utilities other than the above are not required. Revenue Canada has suggested a guideline as a method of calculating net income which is distributed to all licensed family day care providers each year to assist in the preparation of income tax returns.

Liability Insurance

Family day care providers are encouraged to carry liability insurance. An amount of up to $1,000,000 is recommended. The provider's insurance agent should be contacted to ensure that the appropriate coverage is received for family day care.

The role of the Child Day Care Office and the regional day care co ordinator

The Child Day Care Office of the Department of Community Services and Corrections has the responsibility for the overall supervision of the Family Day Care Program. Its functions in this regard are:

- to give final approval to family day care providers and issue licences
- to ensure that the quality of care offered in licensed homes meets standards established by the Child Day Care Office for family day care
- to issue start up grants
- to issue maintenance grants to licensed providers twice yearly

The Day Care Co-ordinator will:

- assist family day care applicants in becoming licensed providers
- interpret the Provincial Day Care Program to family day care providers and parents requiring day care
- refer parents requesting day care services to providers living in the immediate area
- ensure that the quality of care offered in approved homes is of good quality
- assist providers when problems are identified regarding parents or children
- arrange for meetings of family day care providers
- assist providers wishing to enhance their programs by discussing and supplying resource material for use in homes.

MANITOBA
DEPARTMENT OF COMMUNITY SERVICES AND CORRECTIONS

Appendix 1

Child Day Care Program
Subsidy Decision Form

Date March 29, 1982

Your application has been approved for Provincial Day Care Subsidy under the Child Day Care Program. You may register the child(ren) listed in the day care facility indicated below.

Name of Applicant		Business Phone No.	Home Phone No.
Helen Brown		949-9999	266-5432
Address		File No.	
6 Smith St.		123 465	
City or Town	Postal Code		
Winnipeg	R1R 1R1		

Current subsidy approved from _____ to _____

A. Pre-School Child(ren)

	Name of Child	Number of Days Eligible Per 4 Week Period		Cost Per 4 Week Period	
		4 Hours or Less Per Day	More Than 4 Hours Per Day	Family Contribution Amount	Maximum Provincial Subsidy Amount
1	John		20	20 00	170 00
2					
3					

B. School Age Child(ren)

	Name of Child	Number of Days Eligible Per 4 Week Period				Cost Per 4 Week Period	
		Before School	Noon	After School	Full Days (Summer Holidays Only)	Family Contribution Amount	Maximum Provincial Subsidy Amount
1	Amy	20	20	20		20 00	90 00
2							
3							

NOTE: School age children will be subsidized for full days on in-service days and school holidays at the same rate of family contribution shown above.

Cost Totals Per 4 Week Period	Family	Province
	$ 40 00	$ 260 00

NOTE: The Provincial Subsidy is subject to the following:

a) The applicant must pay the total amount of his/her contribution in any complete or partial 4 week billing period.
b) Day Care costs for additional days beyond which the applicant is eligible are the responsibility of the applicant.
c) A 75% attendance criterion will be applied to the total eligible days in calculating the actual Provincial Subsidy in any complete or partial 4 week billing period.

A re-application for subsidy must be made before the above expiry date if continued care is required.
Immediate notification is required if information on your application form has changed.

Name of Facility	
Debra Jones - Family Day Care Provider	
Address	
111 Black Ave	
City or Town	Postal Code
Winnipeg	R1R 2R2

E. Smith
Authorized Signature

MG-2525 (Rev. Oct./81) WHITE – FACILITY CANARY - OFFICE COPY PINK – PARENT

Appendix 2

Four Week Billing Periods

March 29, 1982	—	April 25, 1982
April 26, 1982	—	May 23, 1982
May 24, 1982	—	June 20, 1982
June 21, 1982	—	July 18, 1982
July 19, 1982	—	August 15, 1982
August 16, 1982	—	September 12, 1982
September 13, 1982	—	October 10, 1982
October 11, 1982	—	November 7, 1982
November 8, 1982	—	December 5, 1982
December 6, 1982	—	January 2, 1983
January 3, 1983	—	January 30, 1983
January 31, 1983	—	February 27, 1983
February 28, 1983	—	March 27, 1983
March 28, 1983	—	April 24, 1983
April 25, 1983	—	May 22, 1983
May 23, 1983	—	June 19, 1983
June 20, 1983	—	July 17, 1983
July 18, 1983	—	August 14, 1983
August 15, 1983	—	September 11, 1983
September 12, 1983	—	October 9, 1983
October 10, 1983	—	November 6, 1983
November 7, 1983	—	December 4, 1983
December 5, 1983	—	January 1, 1984
January 2, 1984	—	January 29, 1984
January 30, 1984	—	February 26, 1984
February 27, 1984	—	March 18, 1984
March 19, 1984	—	April 15, 1984

FAMILY DAY CARE

CHILD DAY CARE PROGRAM ATTENDANCE PAYMENT REPORT

MANITOBA
DEPARTMENT OF HEALTH AND COMMUNITY SERVICES

NAME: B. Jones
ADDRESS: 99 Smith St.
CITY/TOWN: Winnipeg
POSTAL CODE: R3T 1R1

$7.50 Per Diem Rate

20 No. of Days Open This Period (Excluding Statutory Holidays)

0 No. of Statutory Holidays This Period (Please Include in Attendance Total)

REPORT FOR THE PERIOD FROM March 31 TO April 27, 1980

CHILDREN'S NAMES FIRST	LAST	FILE #	ATTENDANCE BREAKDOWN Week 1	Week 2	Week 3	Week 4	ATTENDANCE TOTAL Full Days	Half Days	DAY BREAKDOWN Eligible Days Full Days	Eligible Days Half Days	Additional Days Full Days	Additional Days Half Days	FOR OFFICE USE ONLY A TOTAL COST	B COST BREAKDOWN Family Portion of Eligible Costs	Provincial Portion of Eligible Costs	C Additional Costs
John	Smith	C12345	3	5	4	1	13									
Paul	Roberts		5	5	4	5	19									
Jane	Taylor		4	5	5	4	18	2								
			1			1										
													TOTALS			

AMOUNT PAYABLE BY PROVINCE ▶

Distribution:

White – Department of Finance
Blue – Financial Services
Pink – Regional Office
Green – Statistics
Canary – Day Care Facility

REGIONAL OFFICE USE ONLY		
Checked By	Date	R.O. No.
Appropriation Coding		
Approval For Payment		

FINANCIAL SERVICES USE ONLY	
Date	Voucher No.
Approval Signature	

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE.

April 27, 1980
DATE

B. Jones
FAMILY DAY CARE PROVIDER

MG-5078

Appendix 3

16

MANITOBA
DEPARTMENT OF COMMUNITY SERVICES AND CORRECTIONS
CHILD DAY CARE PROGRAM
ATTENDANCE PAYMENT REPORT

FAMILY – NOON AND AFTER SCHOOL CARE

Appendix 4

NAME: Debra Jones
ADDRESS: 111 Black Ave.
CITY/TOWN: Winnipeg
POSTAL CODE: R1R 2R2

PER DIEM RATES

SCHOOL DAYS
3.50 One Period
5.50 2 Periods
5.50 3 Periods

IN SERVICE DAYS
SUMMER HOLIDAYS
4.25 0-4 Hours
8.50 4+ Hours

1.00 Non Subsidized Additional Fee (if charged)

19 NO. DAYS OPEN THIS PERIOD (excludes statutory holidays)

1 NO. STATUTORY HOLIDAYS (include as attended)

REPORT FOR THE PERIOD FROM March 29 TO APRIL 25, 1982

CHILDREN'S NAMES LAST	FIRST	FILE #	WEEK 1				WEEK 2				WEEK 3				WEEK 4				TOTAL				APPROVED ELIGIBLE DAYS				FOR OFFICE USE ONLY			
			1 Period	2 Periods	3 Periods	Full Day 0-4 / 4+	1 Period	2 Periods	3 Periods	Full Day 0-4 / 4+	1 Period	2 Periods	3 Periods	Full Day 0-4 / 4+	1 Period	2 Periods	3 Periods	Full Day 0-4 / 4+	1 Period	2 Periods	3 Periods	Full Day 0-4 / 4+	1 Period	2 Periods	3 Periods	Full Day 0-4 / 4+	TOTAL COST	COST BREAKDOWN: Family Portion of Eligible Costs	Provincial Portion of Eligible Costs	Additional Costs
BROWN	Amy	123456	1		4				4	1			5				5		1		18	1								
REMPLE	BRIAN	—		5				5				5				4		1		19		1								
TOTALS																														

AMOUNT PAYABLE BY PROVINCE

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE

April 25/82
DATE

D. Jones
FAMILY DAY CARE PROVIDER

FINANCIAL SERVICES USE ONLY	
DATE	VOUCHER NO
APPROVAL SIGNATURE	

REGIONAL OFFICE USE ONLY		
CHECKED BY	DATE	R.O. NUMBER
APPROPRIATION CODING		
APPROVAL FOR PAYMENT		

DISTRIBUTION
White — Dept. of Finance
Blue — Financial Services
Pink — Regional Office
Green — Statistics
Canary — Day Care Facility

MG 5078 (Rev. 80)

Appendix 5

MANITOBA
DEPARTMENT OF COMMUNITY SERVICES AND CORRECTIONS
CHILD DAY CARE PROGRAM

SUPPLEMENTARY GRANT FOR HANDICAPPED CHILDREN REPORT FORM

Day Care Facility B. Jones

Address 99 Smith Street, Winnipeg

Billing Period September 14, 1981 to October 11, 1981

NAME OF CHILD	HOME ADDRESS	DATE OF ENROLLMENT (if this period)	DATE OF WITHDRAWAL (if this period)	No. DAYS ATTENDED		FOR CO-ORDINATOR'S USE					FOR OFFICE USE		
						ASSESSMENT FILED	DAILY RATE		ELIGIBLE DAYS		GRANT		TOTAL
				Full	Part		Full	Part	Full	Part	Full	Part	
Paul Roberts	#2A-10 Home St.			19									
											TOTAL		

Signature B. Jones
DAY CARE DIRECTOR OR FAMILY DAY CARE PROVIDER

Date October 12, 1981

DAY CARE CO-ORDINATOR

Date

MG 8240

WHITE – OFFICE PINK – CO-ORDINATOR CANARY – FACILITY